



# **JOB OPPORTUNITY**

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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**STAFF SERVICES ANALYST or ASSOCIATE BUDGET ANALYST or  
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST  
\$2,945-\$4,788 (SSA) or \$4,600-\$5,758 (ABA) or \$4,600-\$5,758 (AGPA)  
BUDGET AND REVENUE MANAGEMENT BUREAU  
BUDGET OFFICE  
SACRAMENTO**

***This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days.***

The Department of Insurance is seeking an individual who enjoys the challenge of working in a fast-paced and diverse organization. This position is in the Budget and Revenue Management Bureau at our Sacramento downtown location.

**RESPONSIBILITIES:** Under the supervision / direction of a Staff Services Manager I, this position is responsible for the following specific duties:

Monitor and track the status of authorized positions and expenditures on a monthly basis. Monitor and prepare in-depth analysis of expenditure projections on the various components of personal services and operating expenses and equipment. Prepare various fiscal analyses to determine a cost impact or to validate the fiscal status to enable program staff to make informed decisions. Develop recommendations and present to management resolutions for deficits or savings situations as they arise. Read, analyze, and complete Budget Letter drills issued by the Department of Finance. Review, analyze, and evaluate program budget change proposals (BCPs). Analyze the fiscal impact and feasibility of a BCP and makes recommendations to upper management. Develop budget allotments. Work closely with the program management to monitor and track program allotments and expenditures, develop alternatives for unanticipated funding issues, and prepare customized fiscal reports and other fiscal tools or fiscal statements. Analyze and prepare the fiscal analysis of proposed and pending legislation.

**DESIRABLE QUALIFICATIONS:**

- Ability to work independently and in a team environment.
- Familiarity with the state budget process and budget development, including the various schedules that are submitted to the Department of Finance.
- Ability to communicate effectively both orally and in writing.
- Maintain effective working relationships with various levels of departmental management.
- Ability to resolve complex matters while working under tight time constraints.
- Work proficiently on spreadsheets and database files using Microsoft Excel, Word, and Access

10/22/15 MR

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**DO NOT SUBMIT APPLICATIONS TO CalHR**

*"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."*

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applications

- Accurately analyze data and independently prepare or evaluate budgetary proposals and justifications, and resolve budgetary issues with the appropriate program area(s).
- Possess a thorough knowledge of CALSTARS reports.
- Ability to work in a high-rise building.

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Analyst level or the Associate Budget Analyst and Associate Governmental Program Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered.

All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. **All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application. If you submitted an application within the last 60 days for an opening in the Budget Revenue and Management Bureau it may be considered for this recruitment. You do not need to send in an additional application.**

### APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13<sup>th</sup> Floor, Sacramento, CA 95814. **PLEASE INDICATE “Associate Budget Analyst #413-195-5284-XXX” or “Staff Services Analyst #413-195-5157-XXX” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL YOUR APPLICATION. APPLICATIONS MUST BE POSTMARKED BY THE FINAL FILING DATE TO BE CONSIDERED.** For additional information, please call Malinda Randolph at (916) 492-3300.

**FINAL FILING DATE:** Thursday, November 5, 2015 – Close of Business (5:00 p.m.)

**NOTE:** Interested Individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one job opportunity, a separate State Application (STD 678) is required for each job opportunity for which you would like to be considered.

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